

Federal Programs End-of-the-Year Checklist

806

Preparing for the end of the fiscal year:

- Conduct program evaluations for each funding source and write a summary of that evaluation.
- Evaluate the services provided to non-public schools.
- Evaluate the effectiveness of your parent and family engagement program.
- Submit a final amendment to current year grants, if allowable.
- Calculate the amount of current year budgets (which may be left unspent) by June 30th.
- Attend state-level training for submitting federal grants.
- Collect semi-annual certifications for Title I personnel.
- Review required documentation for Title I and all federal programs.

Preparing for the beginning of the new fiscal year:

- Use the program evaluations to identify the priority needs in the comprehensive needs assessment process.
- Conduct non-public school consultation meetings.
- Review and revise parent and family engagement policy and school-parent compacts.
- Send campus projected planning amounts for the coming year.
- Require campuses to submit a planning budget based on identified needs for the coming year.
- Review and update the policy and procedures for supplement, not supplant.
- Prepare grant application and submit by the required timeline.
- Develop district and campus improvement plans with appropriate stakeholders.
- Determine distribution methods for improvement plans, parent and family engagement policies, and school-parent compacts.